

~~Copy 2~~ S/S ALL RANKS PERSONNEL
UPDATE - 1 July 1984

Immediate Action
INTERIM CHANGE

Headquarters
Department of the Army
Washington, DC,
24 June 1983

AR 600-31
Interim Change
No. 101
Expires 24 June 1985

PERSONNEL - GENERAL

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS FOR MILITARY PERSONNEL IN NATIONAL SECURITY CASES AND OTHER INVESTIGATIONS OR PROCEEDINGS

Justification. This interim change is forwarded to the field to provide necessary regulatory guidance for suspending favorable personnel actions for members in The Army Weight Control Program (UP AR 600-9). AR 600-9 was effective 15 April 1983, therefore the changes reflected in this interim change are also effective 15 April 1983, except the change to para 6a(2)(b), concerning summerized proceedings, which is effective upon receipt of this interim change. Failure to implement these changes could result in a judicial ruling against the Army.

Expiration. This interim change expires 2 years from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change.

1. AR 600-31, 1 November 1981, is changed as follows:

Page 2. Change para 1a to add. See paragraph 6b(4) of this regulation for reenlistment exceptions.

Page 2. Change para 1c to read. Reassignment except as authorized in paragraph 7b of this regulation.

Page 2. Change para 1f to add. , except as authorized in paragraph 6b(5) of this regulation.

Page 3. Change para 6a to read. Favorable personnel actions will be suspended when directed by an Army Regulation or for any of the following reasons:

Page 3. Change para 6a(2)(b) to read. Nonjudicial punishment, except for punishment imposed UP para 3-16, AR 27-10 (Summerized Proceedings), (E4 through E9 and all commissioned and warrant officers) or administrative reduction in grade (E4 through E9).

Page 4. Add para 6a(11). When a member is entered in a weight control program UP AR 600-9.

Page 4. Add para 6b(3)(e). In cases where the member's suspension is solely a result of being in a weight control program (AR 600-9), voluntary separation applications from affected officer personnel will be forwarded to HQDA in accordance with AR 635-100 and AR 635-120. Retirement applications from affected enlisted soldiers may be approved, provided otherwise qualified, by local GCM authority, or delegated authority, as described in paragraph 12-2, AR 635-200.

Page 4. Add para 6b(4). Exceptions to allow reenlistment are provided for in paragraph 21, AR 600-9.

Page 4. Add para 6b(5). Members, whose suspension is solely a result of being in a weight control program (AR 600-9), are prohibited from attending professional military and civilian schools. Individuals already enrolled and participating in a professional school, and who subsequently enter into a weight control program (AR 600-9), provided otherwise eligible, may continue their course of study while in the weight control program. Suspension, under this provision, does not by itself warrant removal from professional schooling.

(a) For enlisted personnel, professional military schools are defined as those resident and nonresident NCOES courses beyond basic training, AIT, OSUT, and OST.

(b) For officer personnel, professional military schools are defined as those resident and nonresident courses beyond the basic branch course or equivalent.

(c) For all personnel, professional military schools do not include MOS, SQI, and ASI training courses, refresher courses, or other skill specialty training courses.

(d) For all personnel, professional civilian schools are defined as those post-secondary and technical courses, fully or partially funded by the Army, in which the individual participates on a fulltime basis (i.e. undergraduate and graduate degree completion programs and other professional development programs). This does not include off duty education courses which are funded at personal expense, through the tuition assistance program, or by Veterans Administration education entitlements, or training equivalent to that described in c above, conducted at a civilian institution.

Page 4. Add to para 7b(1)(f). Of officers and enlisted personnel, whose suspension results solely because they are in a weight control program (AR 600-9). However, assignments to permanent command positions are not authorized UP AR 600-9.

Page 5. Change para 7b(2)(d) to read. For all other officer personnel - HQDA (DAPC-OP- (appropriate career division)), Alexandria, VA 22332.

Page 6. Change para 9a to add. Electrical messages should be used to notify HQDA of changes in suspension status when other personnel actions are imminent (i.e. promotion action, etc). A follow-up DA Form 268 is required.

Page 6. Change para 9b(1)(a) to read. HQDA (DAPC-MSP-F), Alexandria, VA 22332 (original and one copy). Do not send DA Form 268 for the following personnel:

(1) Members in grade E1 thru E5, except for cases submitted under paragraph 2c and d.

(2) Members whose suspension is solely under paragraph 6a(11), except for service members in grade E6 and above who appear on an approved promotion list, command selection list, or have been identified to attend a professional military or civilian school.

Page 7. Change para 9c to read. Submit interim reports 6 months after the date suspension action is initiated and every 6 months thereafter until the case is closed. (Example: a suspension initiated on 15 January 1983 will require an interim report to be submitted by 15 July 1983, 15 January 1984, etc. until an interim report is no longer required or a final report is submitted.) Exceptions to this rule are as follows:

Page 7. Add para 9c(4). Interim reports are not required for members for whom favorable actions have been suspended solely UP AR 600-9, (The Army Weight Control Program).

Page 11. Add to Appendix A, Section II. AR 600-9 and 635-120.

ALL Ranks Personnel
Update - 19 July 1984

*AR 600-31

ARMY REGULATION

No. 600-31

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 November 1981

PERSONNEL—GENERAL

**SUSPENSION OF FAVORABLE PERSONNEL ACTIONS
FOR MILITARY PERSONNEL IN NATIONAL SECURITY CASES
AND OTHER INVESTIGATIONS OR PROCEEDINGS**

Effective 29 November 1981

This revision updates policy, responsibilities, and controls designed to prevent favorable personnel actions when they do not serve the best interests of the US Army.

Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to HQDA(DAPC-POS-P), Alexandria, VA 22332; other commands will furnish one copy of each to the next higher headquarters.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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ATTN: Military Documents
Room 1A518, Pentagon
Washington, D.C. 20310

*This regulation supersedes AR 600-31, 15 September 1979, including all changes.

1. Purpose. This regulation prescribes policies and procedures to prevent favorable personnel actions from being initiated or completed when such actions would not serve the best interests of the US Army. Such actions include the following:

a. Appointment, reappointment, and reenlistment.

b. Entry on active duty or active duty for training for any purpose, to include recall of retired or US Army Reserve (USAR) members, unless directed by the US Army Military Personnel Center (MILPERCEN).

c. Reassignment except as authorized in this regulation.

d. Promotion.

e. Awards and decorations.

f. Attendance at Service schools, civilian schools, or institutions under military service education or training programs.

g. Unqualified resignation or discharge except as noted in paragraph 6b(3).

h. Release from active duty, except for cases pending appellate review. (See para 6b(3) and sec XIX, chap. 3, AR 635-100.)

i. Retirement, except as noted in paragraph 6b(3).

j. Granting of excess leave, except as noted in paragraph 6b(2).

k. Payment of anniversary increments or lump sum enlistment and reenlistment bonus payments. These payments include the Enlistment Bonus, Selective Reenlistment Bonus, or Variable Reenlistment Bonus.

l. Assumption of command under the DA Centralized Command Selection System.

✓ **2. Applicability.** This regulation applies to all military members of the Active Army, Army National Guard (ARNG), and the US Army Reserve:

a. All officers.

b. All enlisted members grades E6 through E9.

c. All enlisted members holding a reserve commission or warrant officer appointment and those assigned duty in Military Occupational Specialty (MOS) OJ and career management field 96.

d. All members under investigation for security reasons, as specified in AR 604-10.

e. All other members in grade E1 through E5 not listed in *c* or *d* above.

3. References. Required and related publications are listed in the appendix.

4. Explanation of terms. *a. Suspension of favorable personnel action.* Controls that suspend favorable personnel actions affecting Army members.

b. Restraint. Confinement to a civilian or military correctional facility or restriction or confinement to quarters or a given area.

c. Date suspension action initiated. The effective date of absence without leave (AWOL), date investigation is initiated, or date of other basis for suspension under paragraph 6a. This date is entered on DA Form 268 (Report for Suspension of Favorable Personnel Actions) (fig. 1) in block "Date Suspension Action Initiated."

d. Favorable close. A suspension that is closed. The basis for the suspension did not result in an action adverse to the soldier.

e. Unfavorable close. A suspension that is closed. The basis for the suspension resulted in any documented administrative or disciplinary action against the soldier.

5. Policy. The suspension of favorable personnel actions seriously affects morale and possibly the careers of service members. Commanders and DA staff agencies must insure favorable personnel actions are suspended when criteria in para-

graph 6a apply. Commanders and DA staff agencies will also set the following controls:

a. Only those who have a "need to know" of suspension are informed.

b. Suspension is promptly lifted when reason for suspension no longer exists.

c. The custodian of the Military Personnel Records Jacket (MPRJ) (DA Form 201) will keep the final DA Form 268 in a restricted access file. The file is kept for 90 days from the date of the close of the DA Form 268. After 90 days, the DA Form 268, related correspondence, and references will be removed from the file and destroyed. This file includes all sources of control.

d. Any favorable personnel action taken does not contradict this regulation.

6. When favorable personnel actions are suspended. a. Favorable personnel actions will be suspended for members as follows:

(1) All members for whom provisions in AR 604-10 apply.

(2) Against whom one of the actions listed below is initiated. Initiated means that an official document starting this action has been signed.

(a) Administrative separation or court-martial (all members).

(b) Nonjudicial punishment (E4 through E9 and all commissioned and warrant officers) or administrative reduction in grade (E4 through E9).

(c) While pending written letters of admonition, censure, or reprimand. Suspension will be removed when documents have been forwarded for filing in the member's MPRJ or Official Military Personnel File (OMPF) as required in AR 600-37.

(3) Against whom an investigation is initiated. Investigation is initiated by military or civilian authorities concerning creditable allegations or incidents that reflect unfavorably on the character or integrity of the member. It is initiated when these authorities make a conscious

decision, based on available information, to investigate the involvement of the Army member. Suspension will be initiated on all members when the investigation is formal or E4 through E9 and all commissioned and warrant officers when the investigation is informal and may result in administrative, punitive, or disciplinary action.

(4) All members under charges or restraint by civilian authorities.

(5) Members AWOL. (Defined in AR 630-10.)

(a) AWOL after 7 days (E1 through E3), submit initial report on the 8th day. Effective date will be the 1st day of AWOL.

(b) For E4 through E9 members and all commissioned and warrant officers, submit the initial report on the 2d day of AWOL. The effective date will be the 1st day of AWOL.

(6) Enlisted members, E4 through E9, and commissioned and warrant officers who have been recommended for removal from a recommended list for promotion.

(7) Enlisted members, E4 through E9, awaiting a decision on a local bar to reenlistment (sec VIII, chap. 1, AR 601-280). Suspension of favorable personnel action will be removed after the bar is approved or disapproved.

(8) All commissioned and warrant officers recommended for removal from a DA Command Designated Position List.

(9) When an officer receives an Officer Evaluation Report (DA Form 67-8) which is required to be referred to the rated officer for his or her comment (para 4-27, AR 623-105) and both of the following occur:

✓ (a) A DA Centralized Command Selection Board has selected the officer for attendance at an intermediate or senior service college.

(b) The officer, at the time of the report, has not assumed command or begun attending the service college.

(10) The commander or DA agencies may impose suspensions of favorable personnel actions under conditions listed in (1) through (7)

above, for members in grade E1-E3, when deemed appropriate.

b. Do not grant favorable personnel actions for members under suspension except as follows:

(1) Reassignment. (See para 7.)

(2) Leave and rest and recuperation (except excess leave (AR 630-5)).

(3) Request for unqualified resignation, discharge, release from active duty, or retirement. Each case will be considered under appropriate regulations.

(a) In cases involving offenses in paragraph 8f, the Assistant Chief of Staff for Intelligence will send requests to the Secretary of the Army for approval.

(b) MILPERCEN will act on cases other than security, based on the field commander's recommendation and the facts of the case.

(c) The State adjutant general will act on cases involving ARNG members not on active duty.

(d) The CG, Reserve Components Personnel and Administration Center (RCPAC), will act on cases involving USAR members not on active duty.

7. Disposition of personnel. a. *Separation.* This regulation does not authorize members to be retained beyond their expiration term of service (ETS) or mandatory release date except as noted in (2) or (3) below. Send requests for disposition instructions on pending separations as follows. For officers, forward written requests to HQDA(DAPC-OP), Alexandria, VA 22332. For enlisted members, forward written requests to HQDA(DAPC-EPA), Alexandria, VA 22331.

(1) For security cases, request disposition instructions at least 90 days before the member's ETS or mandatory release date. Major commanders will comply with AR 604-10.

(2) For officers' cases, other than security cases, request disposition instructions at least 60 days before the mandatory release date, except

for those to whom paragraph 3-12, AR 635-100 applies.

(3) For enlisted cases, other than security cases, section II, chapter 2, AR 635-200 applies.

(4) For ARNG and USAR commissioned and warrant officers and enlisted members not on active duty, AR 135-175, AR 135-178, or AR 140-10 applies.

b. Reassignment.

✓(1) HQDA must approve reassignment of members who are under suspension of favorable personnel actions, on active duty or on active duty for training, unless reassignment is made as follows:

(a) Within an installation by the installation commander.

(b) Of enlisted members within a major overseas command by the commander.

(c) Of enlisted members returned to military control after being dropped from the rolls. Described in chapter 4, AR 630-10.

(d) Of enlisted members when suspension remains in effect due to an action for which the member is undergoing punishment, with no restraints imposed by a civil court, military court-martial, or Article 15, Uniform Code of Military Justice (UCMJ), or when the suspended portion of a sentence or punishment ends.

(e) Of enlisted students (E5 and below) or basic training or advanced individual training personnel forfeiting pay under Article 15, UCMJ, or due to court-martial. See c below for transfer of control for suspension of favorable personnel action. Do not send DA Form 268 to HQDA(DAPC-POS-PF) in such cases.

(2) Send request for authority to reassign officers who are under suspension to the addresses below. Request will justify the reassignment.

(a) For AMEDD personnel (i.e., AN, DC, MC, MS, SP, and VC)—USAMEDDPERSA, ATTN: SGPE-PSS, 1900 Half Street SW., WASH DC 20324

(b) For chaplains—HQDA(DACH-PE), WASH DC 20310.

(c) For JAGC personnel—HQDA (DAJA-PT), WASH DC 20310.

(d) For all other officer personnel—HQDA(DAJA-OP-(appropriate career division), Alexandria, VA 22332.

(3) Send request for authority to reassign enlisted members who are under suspension, except as noted in (1) above, to HQDA (DAPC-EPA-S), Alexandria, VA 22331. Request will justify the reassignment.

(4) CG, RCPAC, or the area commander, as appropriate, determines eligibility for reassignment of USAR members not on active duty who are under suspension of favorable personnel actions.

(5) The State adjutant general determines eligibility for reassignment of ARNG members not on active duty who are under suspension

c. Transfer of control of cases for persons on active duty and active duty for training. Interim reports will normally be used to transfer control of cases.

✓(1) For members dropped from the rolls, prepare an interim DA Form 268. Send two copies of the report to HQDA(DAPC-POS-PF), Alexandria, VA 22332.

(2) For members released from active duty, transfer control of cases by an interim report to the Cdr, RCPAC, ATTN: AGUZ-PAD-RT, 9700 Page Blvd., St. Louis, MO 63132. Send the complete suspension file and a copy of orders separating the member from active duty with the report.

(3) For members assigned to a transfer activity, or returned from overseas for discharge or relief from active duty, the losing commander will complete suspension action on the day the member leaves the command.

(4) When a member is reassigned while under suspension, transfer suspension control to the gaining commander, except as noted in paragraph 8c.

(5) The losing commander will do the following:

(a) Notify the gaining commander by an interim DA Form 268, with an information copy mailed to HQDA(DAPC-POS-PF), Alexandria, VA 22332. (Include the member's name, grade, and social security number; the authority for reassignment; and estimated date of arrival.)

(b) Send the complete suspension file (DA Form 268 and supporting documents) and any investigation report to the gaining commander, except when the losing commander keeps control of the suspension action or investigation. When the losing commander keeps control of the investigation, a copy of the report will be sent to the gaining commander. Do not permit the member on whom suspension is pending to hand-carry the suspension file or the investigation report to the gaining commander.

(6) The gaining commander will do the following:

(a) Assume control of the suspension action

(b) Submit reports as required by this regulation. (Transfer of suspension action does not interrupt the reporting requirements.)

8. Removal of suspension of favorable personnel action. *a.* Do not remove suspension of favorable personnel action (except as shown in c below) while a person is undergoing punishment under Article 15, UCMJ, by sentence of court-martial, or during any suspension of punishment (AR 27-10). A member is considered to be undergoing punishment until the day following the last day of the period of forfeiture or withholding of pay. All other parts of the sentence or punishment must be completed. For example, if a sentence to forfeiture of \$80 per month for 2 months is imposed on 18 December 1977, the final report for "Suspension of Favorable Personnel Actions" would be closed unfavorably and be removed effective 18 February 1978. In computing the period of forfeiture or withholding of pay, exclude periods of unauthorized absence according to part 1 of the DOD Military Pay and Allowances Entitlements Manual.

b. Heads of HQDA agencies and commanders at any level may remove suspension action initiated because of charges or restraint by civil authorities (para 6a(4)) when the disposition by civil authorities does not include a finding of guilty or an action which is equal to a finding of guilty. When the member is found guilty by civil authorities, is confined, or action is taken which is equal to a finding of guilty, the suspension will not be removed until—

(1) Proceedings are completed as required by section III, chapter 14, AR 635-200, or (if not applicable)

(2) Reduction for misconduct under chapter 8, AR 600-200, is approved by the commander if he or she deems this proper.

c. Removing a suspension may depend on collecting forfeitures imposed by a court-martial or Article 15, UCMJ. Losing commanders may remove such a suspension when the member is transferred on permanent change of station orders, and the suspension expires during the time the member is en route to the new station.

✓d. Remove the report for suspension of favorable personnel action when a security case is closed according to AR 604-10 or other security regulations. For cases sent to US Army Intelligence Agency under paragraph 4-4a and b(4), AR 604-10, the major commander may remove the suspension 90 days after the case is sent to Commander, US Army Central Personnel Security Clearance Facility, ATTN: PCCF-C-SP, Fort Meade, MD 20755, unless the Central Personnel Security Clearance Facility advises either of the following:

(1) That further investigation is required before suspension may be removed.

(2) That a member is recommended for elimination when the commander recommended retention.

✓e. When suspension is removed according to d above, the following applies:

(1) Conditions noted on the member's records during preinduction processing will stay in

effect until the US Army Intelligence Agency makes a final decision.

(2) When a member is reassigned before the losing commander receives a final decision, the losing commander will send all pertinent data to the gaining commander.

f. Only the Secretary of the Army can order the removal of reports for suspension of favorable personnel actions for members who have been the subject of investigation by military or civilian authorities for one or more of the following offenses.

(1) Sabotage (18 U.S.C. §§ 2151-2156).

(2) Espionage (18 U.S.C. §§ 792-789).

(3) Treason (18 U.S.C. §§ 2381).

(4) Sedition (18 U.S.C. §§ 2384-2385).

(5) Criminal Subversion (18 U.S.C. § 2387).

(6) Articles 94, 104, and 106, UCMJ, and offenses equivalent to those in (1) through (5) above which are alleged as violations of Articles 133 and 134, UCMJ.

9. Reports. a. Report suspension of favorable personnel actions on DA Form 268 (fig. 1). DA Form 268 is available through normal Adjutant General publications supply channels. (Reminder: a Serious Incident Report, filed under AR 190-40, is not a substitute for DA Form 268.) Do not use electrical messages in place of DA Form 268.

b. Commander will prepare DA Form 268 or prepare a DA Form 4187 (Personnel Action) asking that Personnel and Administration Center (PAC) prepare the DA Form 268. The adjutant, executive officer, or deputy commander will sign DA Form 268. When DA staff agencies initiate a suspension, they will prepare DA Form 268 and distribute it according to (1) below. Send DA Form 268 prepared by a commander or PAC to the custodian of the MPRJ for distribution (except for the member's copy under (1)(g) below) as follows:

(1) Active duty personnel.

✓(a) HQDA(DAPC-POS-PE), Alexandria,

VA 22332 (original and one copy). Do not send DA Form 268 for E1 through E5 personnel, except for cases submitted under paragraph 2c and d.

(b) MPRJ.

(c) General court-martial authority.

(d) Commander, US Army Central Personnel Security Clearance Facility, ATTN: PCCF-C-SP, Fort Meade, MD 20755. This applies only for cases containing adverse loyalty information and cases about Military Intelligence Branch commissioned and warrant officers and enlisted personnel with Controlled Intelligence MOS 97.

(e) Commander, US Army Central Personnel Security Clearance Facility, ATTN: PCCF-RC, Fort Meade, MD 20755 (only for security cases).

(f) HQDA(DASG-PSS) 1900 Half Street SW., WASH DC 20324 (only for Army Medical Department officers).

(g) A copy will be provided to the member concerned. Item 17, DA Form 268 will note that the member was given a copy of the report either in person or by mail. When it is not possible to give the member a copy (e.g. AWOL), item 17 will note that the member was not given a copy of the report and the reason.

(2) USAR personnel not on active duty.

(a) CG, RCPAC, ATTN: AGUZ-PAD-RT, 9700 Page Blvd., St. Louis, MO 63132 (for USAR control group personnel).

(b) Commander of appropriate area command (for unit personnel).

(3) Army National Guard members not on active duty.

(a) HQDA, National Guard Bureau, WASH DC 20310.

(b) State adjutant general in the State of the member's ARNG unit.

c. Submit interim reports 2 months after the date suspension action is initiated and every 2 months thereafter until the case is closed. (Example: a suspension initiated on 15 January 1980

will require an interim report to be submitted by 15 March 1980, 15 May 1980, etc., until an interim report is no longer required or final report is submitted.) Exceptions are noted below.

(1) Interim reports are required one time only for members dropped from the roll (para 7c(1)). Control of reports will be assumed by the command where the member is returned to military control for final disposition. An interim report is required on return to military control under (3) below.

(2) No further interim reports are required for members undergoing punishment under UCMJ after submission of an interim report stating the imposition of punishment under UCMJ (Art 15, court-martial, etc.).

(3) For cases falling under (1) or (2) above, submission will be resumed when there is a change in status of the case or the member.

d. Submit separate reports on each suspension action. For example, a member may be involved in an incident under investigation (6a(3)) and, before the suspension is closed, the member becomes subject to another suspension in accordance with paragraph 6a.

e. Reports on each suspension action are exempt from reports control under paragraph 7-2h, AR 335-15.

f. Distribution of interim and final reports will include the same distribution as the initial report.

g. The commander or DA agency who controls a suspension of favorable personnel action will insure that interim and final reports are submitted promptly. These reports are required to complete suspension control files. They protect the rights of its member. When interim or final reports are not received within a reasonable time by the addressee who received initial reports, the receiving command or agency will begin action to determine the status of the case.

h. Final unfavorable reports submitted on officers will include the following:

(1) Letters of reprimand, admonition, or

censure to be included in the member's OMPF (original and one copy). Letters will be processed according to chapter 2, AR 600-37.

(2) Court-martial orders (two copies).

(3) All Article 15s.

i. The final DA Form 268 on enlisted members will include in block 18 (Synopsis of Available Information) a summary of disciplinary or administrative action taken. Supporting documents are not needed.

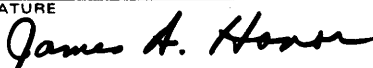
j. For procedures on suspension of favorable action, see DA Pam 600-8.

10. Command responsibility. a. In other than security cases, the responsible commander or DA agency initiating a suspension of favorable personnel action will maintain control until the case is closed or transferred to another commander.

b. In security cases, major commanders will establish procedures to submit and control suspension reports for all members for whom suspension action has been initiated under AR 604-10. (A loss or compromise of a classified document which requires investigation under AR 380-5 and DOD 5200.1-R does not fall in this category unless activities described in para 2-3, AR 381-20 are involved.)

11. Classification. a. Do not classify reports on other than security cases, unless defense information in the reports requires classification under AR 380-5 and DOD 5200.1-R. Under AR 340-16, the control commander may authorize the report to be marked "FOR OFFICIAL USE ONLY," if deemed necessary.

b. Reports submitted on security cases will be marked "FOR OFFICIAL USE ONLY" (AR 340-16). If classified defense information is involved, classify reports as required by AR 380-5 and DOD 5200.1-R.

REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS			DATE SUSPENSION ACTION INITIATED
For use of this form, see AR 600-31; the proponent agency is MILPERCEN.			20 FEB 80
1. NAME (Last - First - MI) FLAGG, John D.		2. SOCIAL SECURITY NUMBER 000-00-0000	SUSPENSE DATE INTERIM REPORT DUE (See para 8c) 22 APR 80
3. RANK E6	4. PLACE OF BIRTH Mishawaka, Indiana	5. DATE OF BIRTH 15 April 1944	<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> INTERIM <input type="checkbox"/> FINAL
6. MOSC ENL & WARRANT OFFICERS 75230	7. SPECIALTY DESIGNATORS AND BR. (Officers)	8. <input checked="" type="checkbox"/> ON ACTIVE DUTY <input type="checkbox"/> NOT ON ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TNG	9. EXPIRATION DATE OF CAT OR TERM OF SERVICE 30 June 1981
10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND 35th AG Company FORSCOM	11. STATION (Geographical location) Fort Defense, VA 22335	12. HOME OF RECORD (Number and Street or RFD Number, City, State and ZIP Code) (NG and USAR only)	
SECTION I - INITIAL REPORT			
13. <input checked="" type="checkbox"/> NEW INVESTIGATION <input type="checkbox"/> REINVESTIGATION		14. DATE CURRENT INVESTIGATION INITIATED 20 FEB 80	
15. HEADQUARTERS CONTROLLING SUSPENSION ACTION (Custodian of MPRJ and telephone No.) Cdr, Ft Defense, VA ATTN: DWRS-AG-R (703) 123-4567			
16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS			
<input type="checkbox"/> AWOL <input type="checkbox"/> ELIMINATION/DISMISSAL <input type="checkbox"/> INTEREST OF NATIONAL SECURITY <input checked="" type="checkbox"/> ARTICLE 15 <input type="checkbox"/> REMOVAL FROM PROMOTION/COMMAND/SCHOOL LIST <input type="checkbox"/> UNFAVORABLE CHARACTERISTICS OR INTEGRITY <input type="checkbox"/> COURT-MARTIAL ACTION <input type="checkbox"/> REFERRED OER (Para 4-27, AR 623-105) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> UNDER CHARGES OR RESTRAINT BY CIVIL AUTHORITIES			
17. SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 16 (Provide specifics) SM charged with misappropriation of a government vehicle.			
SECTION II - INTERIM REPORT			
18. SYNOPSIS OF AVAILABLE INFORMATION			
SECTION III - FINAL REPORT UPON COMPLETION OF ACTION			
19. ACTION TAKEN (Check appropriate box)		DISTRIBUTION	
<input type="checkbox"/> CASE CLOSED FAVORABLY <input type="checkbox"/> DISCIPLINARY ACTION TAKEN (Attach documents required by Para 8b) <input type="checkbox"/> MEMBER DISCHARGED BY REASON OF <input type="checkbox"/> RESIGNATION <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> ELIMINATION (Attach one copy separation orders) <input type="checkbox"/> MEMBER RELEASED FROM AD OR RETIRED WHILE CASE BEING PROCESSED (Transfer control to Commander, RCPAC) <input type="checkbox"/> OTHER FINAL ACTION (Explain)		2-HQDA, ATTN: DAPC-MSS-PF 200 Stovall St, Alexandria, VA 22332 1-Cdr, Ft. Defense, VA 22335 1-Cdr, 35th AG Co 1-MPRJ	
DATE 22 FEB 80	TYPED NAME, GRADE, TITLE AND ORGANIZATION JAMES A. HONOR, CPT, CDR 35th AG Company	SIGNATURE 	

DA FORM 268
1 JAN 80

EDITION OF 1 MAY 74 IS OBSOLETE.

Figure 1. Sample Report for Suspension of Favorable Personnel Actions (DA Form 268).

APPENDIX A

REFERENCES

Section I. REQUIRED PUBLICATIONS

- AR 27-10 (Military Justice). Cited in paragraph 8a.
- AR 600-37 (Unfavorable Information). Cited in paragraph 6a(2)(c).
- DA Pam 600-8 (Military Personnel Office Management and Administration Procedures). Cited in paragraph 9j.

Section II. RELATED PUBLICATIONS*

- AR 135-175 (Separation of Officers)
- AR 135-178 (Separation of Enlisted Personnel)
- AR 140-10 (Assignments, Attachments, Details, and Transfers)
- AR 190-40 (Serious Incident Report)
- AR 335-15 (Management Information Control System)
- AR 340-16 (Safeguarding FOR OFFICIAL USE ONLY Information)
- AR 380-5 (Department of the Army Information Security Regulation)
- AR 381-20 (US Army Intelligence Activities)
- AR 600-200 (Enlisted Personnel Management System)
- AR 601-280 (Army Reenlistment Program)
- AR 604-10 (Military Personnel Security Program)
- AR 623-105 (Officer Evaluation Reporting System)
- AR 630-05 (Leaves, Passes, Permissive Temporary Duty and Public Holidays)
- AR 630-10 (Absence Without Leave and Desertion)
- AR 635-100 (Personnel Separations, Officer Personnel)
- AR 635-200 (Personnel Separations, Enlisted Personnel)
- DOD 5200.1 (Information Security Program Regulation)

*A related publication is merely a source of additional information. The user does not have to read it to understand this publication.



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AR 600-31

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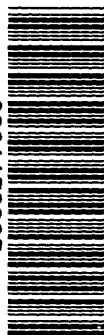
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